Sanitized - Approved For Release :
CIA-RDP70-00211R000200100022-3

~~CONFIDENTIAL~~

Report for Week Ending 25 January 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

The status of these projects remain unchanged.

General Information

25X1A9a

1. Director's Press Clippings File [redacted] - In connection with this project there has recently been installed, on a test basis, a Secretariat Thermo-Fax Copy Machine. It is expected this test will result in a savings of from 4 to 6 man-hours each day. The manufacturer is presently being contacted for the purpose of exploring the possibility of using an adhesive "back-up sheet" in lieu of the current technique which involves the pasting of clippings. Several methods have been suggested to the manufacturer for overcoming the difficulty of using "back-up sheets." One of these methods includes the use of silicone on the conveyor belt to counteract the adhesiveness of the "back-up sheet." The manufacturer seems interested in the suggestion and is working out the details.

Completed Actions

DD/P Area

25X1A8a

1. [redacted] - Central Card Index Form 880 (New) - Standardized form and system for carding, keyed to the filing system of their branch, which had led to incompleteness and insufficient information in the past because each person concerned was making up his own.

DD/S Area

1. OL/TD - Operator's Report of Motor Vehicle Accident, Form 822 (New) and Motor Vehicle Accident Report, Form 823 (New) - Designed forms to meet Agency operational requirements. Final-type copy has been prepared and photostated. Photostats were sent to Regulations Control Staff for use in the formal coordination of the covering regulatory issuance.

2. OL/SD - Certificate of Property Removal, Form 881 (New). - Designed a proposed form to be used in lieu of Property Pass, OF-7. Final-type copy has been prepared and photostated. Photostats have been sent to OPI for attachment to covering regulatory issuance before submitting to Regulations Control Staff.

DD/I Area

1. ORR/D/GL - Map and Publication Receipts, Forms 857 and 857a (Revisions) Redesigned the forms to incorporate an uncontrolled form and to provide more fill-in space.

~~CONFIDENTIAL~~

Sanitized - Approved For Release :
CIA-RDP70-00211R000200100022-3

CONFIDENTIAL
Sanitized - Approved For Release :
CIA-RDP70-00211R000200100022-3

Summary of Completed Actions

	DD/P	DD/S	DD/I	Stocked	Total Req.	Total Copies
New	7	4	-	-	11	331 502
Revised	-	3	4	5	12	336 300
Reprints	5	2	5	5	17	122 500
TOTALS	12	9	9	10	40	790 302

4 Redesignated

Summary of Pending Actions

	DD/P	DD/S	DD/I	Stocked	Total Request
New	15	14	1	-	30
Revised	-	5	3	2	10
Reprints	-	-	-	14	14
TOTALS	15	19	4	16	54

[redacted]

25X1A9a

CONFIDENTIAL
Sanitized - Approved For Release :
CIA-RDP70-00211R000200100022-3